



TOWN OF FLORENCE
EMPLOYMENT OPPORTUNITY

Senior Court Clerk or Municipal Court Clerk
(Full-time; Non-Exempt)

OPENING DATE: Monday, December 29, 2014

CLOSING DATE: Friday, January 9, 2015

SENIOR COURT CLERK ENTRY WAGE: \$15.33 - \$17.08 per hour

MUNICIPAL COURT CLERK ENTRY WAGE: \$13.79 - \$15.01 per hour

Appointment to position will be made based on qualifications

JOB SUMMARY:

Under general supervision, performs legal clerical work in coordinating the operations of a Municipal Court. The Senior Court Clerk position is recognized as a Judicial Officer by Superior Court

PHYSICAL REQUIREMENTS and WORK ENVIRONMENT:

Typical workweek requires working Monday – Friday 8:00 AM – 5:00 PM. While performing duties of this job, the employee is regularly required to have sufficient clarity of speech and hearing which permits effective communication. The employee is regularly required to sit, stand, reach, bend, stoop and kneel. Employee maybe required to carry, push/pull objects and materials up to 30lbs.

EXPERIENCE AND TRAINING REQUIRED:

High school diploma or GED plus three (3) years legal clerical/customer service experience or equivalent combination of education, training and experience. Both clerk positions are required to attend 16 hours of continuing education training per year. Senior Court Clerk position must maintain certification of Civil Traffic Hearing Officer. Must have and maintain a valid Arizona Driver's license.

APPLICATION PROCESS:

Submit the required Town application to Human Resources; resume not accepted in lieu of the completed application (do not write "see resume" on application). Application and job description are available at Florence Town Hall, 775 N. Main St., PO Box 2670, Florence, AZ 85132, by calling (520) 868-7553, or available for download at www.florenceaz.gov.

SELECTION CRITERIA:

Applicants whose experience and training are most closely suited to the requirements of the Town may be selected for further testing/interviews. Criteria will be based on job-related knowledge, skills and abilities as listed on the application. The Town of Florence is an EEO/ADA employer.

PRE-EMPLOYMENT REQUIREMENTS:

The following requirements must be met prior to employment:

1. Successful completion of required selection process.
2. Successful completion of a reference and background check.
3. Successful completion of pre-employment drug/alcohol screen (post-offer) paid for by the Town.
4. Approval of employment by Department Director and Town Manager.